



PCUU Board of Trustees Monthly Meeting Minutes

June 26, 2016

In attendance: Scott Gay, Geoff Johnson, Kathy Juba, Gary McGraw, Scott Mansfield, Robyn Miessler-Kubanek, Kathleen Watson, Jamie Zaruba.

Meeting called to order at 12:30.

RE minutes of May 2016 meeting:

- Change pay rate of Event Coordinator position from \$10/hour to \$11/hour

Kathy J. moved to approve with the above change, and Scott M. seconded. Approved as amended.

RE facility:

Had a brief, unscheduled discussion about thermostats (programmed temp changes, zones, etc.) and their impact on our heating/cooling expenses. Agreed that now was not the time to go into this, but that it's something to look into.

RE CRE report:

We discussed refining the job description for the Event Coordinator position, submitted by Jamie Zaruba 6/26/16. Issues raised:

- Does it make sense for this position to report to DRE?
- Should we fund this position during a deficit year?
- Is it inappropriately geared too much toward Tristan Maynard?
- Discussion outcome:
- Coordinator will directly report to minister, rather than DRE.
- We'll consider funding the position for the balance of calendar year 2016, but are not firmly committing to this timing.
- The position description lists qualifications of the ideal candidate. Just because Tristan fits the description so well is no reason to amend the description for future use.
- Jamie will re-do the job description with above input from Board; will confer with Robyn before doing so.

Geoff moved to approve report and Scott M. seconded. Approved.

RE administrator's report:

Several members like current format. Kathy J. moved to approve and Scott M. seconded. Approved.

RE budget report:

- Gary took time to walk new members through the P&L, balance statement.
- Some items need to be allocated to different accounts, but this has no impact on actual church operations.
- Gary pointed out that we want to be careful about nickel-and-diming ourselves by saying things like "the EC position is 'just' a few thousand dollars per year."

- Kathleen W. observed we could talk about how a 25+% increase in pledges would help fund this position.

Kathleen W. moved to approve; Scott M. seconded. Approved.

RE board meeting schedule:

Set dates for next Board meetings for Sunday 7/17 and Sunday 8/21, both at 12:30 p.m.

RE board administrative matters:

- Scott Gay is the new vice-president; Kathy Juba is the new secretary. Many, many thanks to both for volunteering.
- The Board will have a retreat on Wednesday, 7/13/16, 5 p.m., location TBD.
- Set date for annual meeting for Sunday, 12/4/16: potluck immediately following the service, meeting beginning at 1 p.m. Robyn will check the bylaws to ensure all bases are covered.
- RE highlights of Robyn's discussion with Rev. Rebecca Hinds:
- Rebecca has one year to go in her three-year fellowship, after which she'll be fully ordained, so she needs a fellowship team to meet with monthly.
- Perhaps this fellowship team could also serve as a transition team; purpose of the latter is to serve as a resource as Rebecca integrates herself into PCUU as well as the Cedar Rapids community
- Any of us who have ideas about who could serve on transition team should send names to Robyn
- Rebecca wants to have a staff retreat, one-on-one meetings with Board members, and meetings with a representative from different groups (e.g., RE Council, worship associates, etc.) to get to know some of the key players at Peoples; Pam keeps the calendar, so she can handle scheduling

RE other business:

- There will be a reception for Rebecca and Casey on 8/7/16 after the service. Clarice Krippner will plan.
- Discussion of preparations to integrate new minister tabled to next meeting.

Geoff moved to adjourn at 2:31 p.m.

ACTION ITEMS FOR NEXT MEETING:

1. Jamie submits updated description for Event Coordinator position
2. Decide who to ask to lead the charge on making sure we're using our heating/cooling system as efficiently as possible
3. All Board members consider who could make good members of Rebecca's fellowship and/or transition teams, send names to Robyn.
4. All Board members consider ways to share with transition team to help integrate Rebecca into PCUU and CR.
5. All Board members think about what goals they'd like to see us reach in the coming year.

Submitted by Kathleen Watson 6/27/16

Jamie Ray Zaruba
CRE Board Report June 2016
Peoples Church Unitarian Universalist

What's going on in RE

- The months of May and June have been very productive for our Religious Education Program.
- Our **RE Council** now consists of:
 - Council Co-Chairs: Deb Maynard & Amber Todd
 - Arianne Waseen
 - Jennifer Brade
 - Tristan Maynard
 - Sherri Martin
 - Danny Booth
 - Jack Primmer-Tamayo

Coming Events

- “Night at the Movies” replaces “RE Movie Night” on the last Friday of each month. We will be meeting as a group at the Collins Road Theater, rather than meeting here at the church.
- We will be doing Saturday Day Camp and Bon Fire July 30th, to work on some workshops, grill out and sit by a camp fire to build better relations within our congregation.
- August 13th RE is heading a fundraiser in the form of a yard sale/ auction with proceeds going to the church.
- We will be meeting for an all-day meeting in July to discuss our next school year due to start September 18th.
- RE is providing a date night for Boston, where our members via a donation will get to have their children sat for, allowing a much needed night out on August 27th from 6-10pm.
- We look forward to bring on Tristan as our Events Coordinator this August upon Board approval.
- Over the next year we hope to continue to raise funds to help send our Coming of Age youth to Boston. This will not be cheap, however we will raise what we can and ask the parents to chip in the rest for their child. All of the fund raisers we will put on identified as “**Boston**” will go **25% church funds and 75% Trip funds**.
- **All other fund raisers hosted by RE will be present 100% of proceeds to People’s.**

Keep on Rocking!

Event Coordinator

Peoples Church Unitarian Universalist

PURPOSE OF THE POSITION

Summary: The Event Coordinator at Peoples Church is responsible for developing, implementing and evaluating programs for the church community.

Scope (The way the position contributes to and impacts on the organization):

The **Event Coordinator reports to the Director of Religious Education** and is responsible for administering and delivering programs for the church community. The Event Coordinator will consult with organizations that represent Peoples Church, to determine their needs and assist in developing programs in response to those needs.

- Maintain knowledge of attractions, venues and desirable entities with the city
- Maintain an appointment calendar and record & distribute messages working closely with DRE
- Establish and maintain existing filing system procedures, prepare new client files, maintain accurate trace files and communicate weekly traces to DRE
- Work closely with the DRE for correspondence, memos, BEOs, daily event and change sheets, forecasts and reports; contact clients to guarantee numbers for food and beverages; process all changes as given and distribute timely
- Document requests and complaints and communicate to respective personnel for proper handling to ensure satisfaction
- Research and develop programs for youth.

Main Activities

- Assess the program requirements of youth in the community
- Communicate with youth to determine their needs and interests
- Communicate with organizations that represent youth to determine needs and interests of youth
- Research funding sources and project requirements
- Access funding and prepare funding proposals
- Ensure a variety of sport, recreation, cultural and other programs are planned and implemented
- Ensure program information is available

- Encourage existing organizations to include youth
- Evaluate the effectiveness of programs
- Identify areas where new programs are needed

Event Coordinator Job Duties:

- Understand proper maintenance and use of equipment; use equipment only as intended;
- Adhere to all cash handling and credit policies/procedures
- Maintain and enforce knowledge of church standards, policies, and procedures
- Anticipate needs, respond promptly and acknowledge all church members and guests
- Treat work area, tools used to complete the duties of the position and the entire facility with respect
- All other duties as assigned by DRE

Qualifications:

- High school graduate, some college or business school training preferred
- Communicate effectively in English, both verbally and in writing
- Compute basic mathematical calculations
- Think clearly, analyze and resolve problems exercising good judgment
- Display strong attention to detail, be well organized and able to follow up
- Work with minimal supervision

Hour & Salary Expectations:

- 5 hours/week
- \$10/hour

**Peoples Church Unitarian Universalist
Administrator's Report for May 2016
Submitted June 2016 by Pamela Edwards**

ATTENDANCE

April 2016		May 2016	
4/3	39	5/1	36
4/10	70	5/8	53
4/17	51	5/15	37
4/24	46	5/22	43
		5/29	40
Average	52	Average	42

2016 NEW SUNDAY VISITORS IN MAY

Number of new visitors: 0

Found PCUU by: N/A

BUILDING & GROUNDS

Our new lawn man, Lyle Broer (referred by Rev Jeff), is doing a bang-up job. Which is good, since our former company, M & M Property, had its phone shut off and post office box closed.

Schumacher Elevator successfully conducted our mandatory "full load test" on the elevator.

DEVELOPMENTAL MINISTER

Began working on transition process for Rev Rebecca Hinds. Started compiling useful information for her on the church and community groups she will be working with. I also emailed church group coordinators for member lists to create a "Who's Who in Peoples Church."

MEMBERSHIP

Met with Membership Committee. Explained existing Membership Process. This ensures all forms are filled out (pledge, RE, new member, bio for publication). Also ensures that information is shared with appropriate people (Minister, Pledge Secretary, DRE, Board

President, editors of Weekly/Voice/Facebook/website). Shared marketing ideas to promote new membership. Discussed important role of Greeters in welcoming new visitors and making them feel comfortable.

MISCELLANEOUS

Worked with Rev Jeff to coordinate backup pastoral care while he was at week-long Interim Ministers Conference in San Antonio. Edited/laminated new "Greeter Instruction" cards. Coordinated request from Vinton-Shellsburg High School teacher for students to visit and learn about UUs . Assisted Kathy Juba with material for Developmental Minister interview. Requested summer schedules from PCUU group coordinators for Summer Calendar updates. Managed building rental process for two PCUU members. Extracted information on UU webinars, workshops, etc. from national/regional UU e-newsletters and forwarded to Weekly/Voice.

VISITORS

I noticed a distinct up-tick in new visitors in April so I've decided to track new visitor numbers, plus how they find out about Peoples Church.

WORSHIP

Worked closely with several people on Volunteer Appreciation segment on Sunday May 15.